

### **Sales associate – applying for an active license**

- ☐ Original application from the approved testing provider completed and signed by the principal broker and applicant;
- ☐ FBI Report (Original) -- If the FBI report has not been received and the applicant is utilizing the optional affidavit process the following items must be submitted with the application:
  - ☐ Optional affidavit form;
  - ☐ Principal broker authorization form;
  - ☐ Proof of mailing of the FBI request; and
  - ☐ AOC report for Kentucky residents or a state background check for out of state residents;

***(If the applicant utilizes the Optional affidavit process to obtain their license, the FBI report must be sent to the Commission as soon as it is received.)***

- ☐ High School diploma, transcript, GED, college degree or college transcript showing completion of 28 credit hours or more (copy of original accepted, website printouts are not accepted);
- ☐ Real Estate education completion certificate or transcript (copies are accepted; website printouts are not accepted);
- ☐ Check for \$60 for license application made payable to KREC;
- ☐ E & O Insurance (either a check for the prorated amount for group E & O insurance from the Commission or a check for \$10 and form #500 "Private Carrier Certificate of Coverage");
- ☐ If the applicant is or has been licensed in another state a Certificate of Licensure from the other state(s) must be attached; and
- ☐ If the applicant is not a Kentucky resident, form #403 "Consent to Service of Jurisdiction" must be attached.